

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Deputy Director for Administration

FROM: James H. McDonald
Director of Logistics

SUBJECT: Establishing Positions for Assigned Executive Drivers in the Directorates and Independent Offices of their Assignment

1. Action Requested: [It is requested that the DCI approve the continued use of designated executive drivers^{ONLY} with the proviso that the directorates and independent offices receiving the service provide positions for these drivers within their respective personnel ceilings. This would require establishing driver positions as follows:

DCI Area - Five (One NITC, two OLC, one DCI, and one DDCI)

NFAC - Two

DDA - One

DDO - One

DDS&T - One

2. Background:

a. Prior to 1976, the Office of Logistics had positions for ~~six~~ drivers who were assigned for full-time use by the DCI,

SEVEN

STATIN

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DDCI, and the Deputy Directors for Administration, Intelligence, Operations, Science and Technology, and the Office of Legislative Counsel. As a part of the budget exercise in 1975, four of these positions were cut from the Office of Logistics' personnel ceiling with the understanding that the deputy directors would no longer have designated drivers. However, we were advised to continue this service until steps could be taken to withdraw the drivers from these assignments. This action was never taken (although the slots were lost), and by 1977 the requirement for full-time, exclusive-use drivers had actually increased to 10 to provide drivers for the Director, NITC, and second drivers for NFAC and OLC. In October 1977, through internal DDA reprogramming, OL did receive two additional slots to partially cover the shortfall in executive driver positions; hence, we now have 10 drivers (but only six positions) assigned for the exclusive use of our most senior Agency officials.

b. A position requirement of particular urgency is the need for 15 additional courier positions in our Logistics Services Division. This requirement is primarily the result of the Office of Security white paper dated _____ on improvements needed in CIA security practices, which calls for additional couriers in handling codeword and Top Secret materials.

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Although we have hired additional couriers and they are now aboard (in overceiling status), we have been unsuccessful in our efforts to get our T.O. increased to meet this security requirement. We requested positions in FY 78, in FY 79, and again in our FY 80 program; however, it appears unlikely they will be forthcoming. We have carefully reviewed alternative program reductions in Office of Logistics functions to satisfy the needs for couriers and executive drivers without success. Another alternative, which in the past has been unacceptable, is to eliminate all personally assigned drivers (except for the DCI and DDCI) and require the various deputy directors and independent offices to rely on our general motor pool for transportation needs. This would clearly result in a degradation of service to these senior officers and would impact on the efficiency of their offices.

A viable option that would provide some relief is requiring directorates and independent offices to provide their own positions for their exclusive-use drivers

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This approach is consistent with overall Agency policy in the assignment of support personnel to directorates' T.O.'s in direct support of their operations. We do this regularly with finance officers, security officers, personnel officers, and other logistics officers, ^(We are of the opinion that) and this concept should be extended to drivers. In the case of drivers, the Office of Logistics would continue to assist in the management/administrative aspects to include uniforms, dispatching assistance, and other matters best handled in our motor pool.

3. Recommendation: In order to provide partial relief in establishing positions for additional couriers to meet urgent security requirements and help alleviate our over-ceiling status in the motor pool, it is requested that the DCI, DDCI, and the directorates and independent offices establish driver positions on their respective T.O.'s (10 in all) and that their current drivers be assigned to these slots in order that positions be made available to partially accommodate the security-related position requirements of the Agency's courier services.

James H. McDonald

ROUTING AND RECORD SHEET **DD/A Registry**

SUBJECT: (Optional)

File *Building & Ground*

STAFF

FROM:

Director of Logistics
2C02 [REDACTED] Building

EXTENSION

NO.

DD/A Registry

78-1633

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ADDA

19 APR 1978

Mike/Jack:

2. D/LOG

3. DDA

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This is the memo on executive drivers you requested during our budget hearing with you on 13 April. As this is sure to generate heartburn in the halls of the 7th floor, thought you might like to see a draft before we go final.

FYI, if they opt to give up drivers and rely on our open motor pool, we have only two slots and two drivers now for general use; hence, we would have to use at least four of the eight current "assigned" drivers to augment the general use motor pool (giving them six slots). This would not allow us to recoup slots for couriers but would merely eliminate the over-ceiling status in the motor pool (and no way meet all the demands for service).

[Signature]

James H. McDonald
Director of Logistics

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